

ALLENSTOWN SEWER COMMISSION
35 Canal Street, Allenstown, NH 03275
Tel. (603) 485-5600 - Fax (800) 859-0081

DATE: October 27, 2015

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:30 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

Commissioners present: Jeffrey McNamara Chairman; Carl Caporale; and Lawrence Anderson.

Commissioners absent:

Staff present: Dana Clement Senior Superintendent; and Jeff Backman Superintendent.

Other public present: Peter Boettcher.

Meeting was called to order at 4:35 PM by Chairman McNamara,

ORDER OF BUSINESS:

I. UNAPPROVED MINUTES:

- a. **October 13, 2015:** Larry made a motion to accept the minutes of October 13, 2015 as typed. Carl seconded the motion. Motion passed unanimously and minutes signed.

II. PROJECT UPDATES

- a. **Michael Trainque:** John Jackman and Andrea are working on updating the Sewer System Accessibility Development Fee. The SRF Loan application almost complete for submission to NH Department of Environmental Services. Reviewed and discussed preliminary drawing of Suncook Pond Pump Station.
- b. **Peter Boettcher:** Not present.

III. NEW BUSINESS:

- a. **Transfer of connection fee funds to Capital Reserve-Community Center:** Larry made a motion to transfer funds in the amount of \$9,236.31 into the SWTF Construction and Improvement Fund for Community Center sewer connection fee. Carl seconded the motion. Motion passed and letter to Trustee of Trust Fund was signed.

- b. **Review 3rd quarter Sewer Warrant:** Larry made a motion to approve the 3rd quarter sewer warrant in the amount of \$100,364.75. Carl seconded the motion. Motion passed unanimously and warrant signed.
- c. **1st review of FOG Ordinance:** Reviewed and discussed key points of ordinance. Board requested to have Andrea review all definitions and match with the Sewer Use Ordinance. Tabled until updated.
- d. **Any new business as necessary:** Reviewed signs to be posted on fence for barb wire. Board approved signs to be ordered.

IV. OLD BUSINESS

- a. **Vote on 2016 budget (clarification):** Carl made a motion to accept the 2016 budget at \$2,126,967.00. Larry seconded the motion. Roll Call: Carl-yes, Larry-no, Jeffrey-yes. Motion passed.
- b. **Point repairs on Meadow Lane, Heritage Drive, Townhouse Road:** Reviewed quote from Felix Septic Service in the amount of \$28,000.00. Larry made a motion to accept the quote for the point repairs. Carl seconded the motion. Motion passed unanimously.
- c. **Any old business as necessary:** No old business discussed.

V. CORRESPONDENCE & OTHER BUSINESS

- a. **Nonpublic session under 91-A:3 II (a):** *Larry made a motion to go into nonpublic session under 91-A:3 II (a) at 6:20 PM. Carl seconded the motion. Roll Call: Carl-yes, Larry-yes, Jeffrey-yes. Larry made a motion to come out of nonpublic session at 6:37 PM. Larry made a motion to hire Jacqueline Wallace effective November 2, 2015, full time, 6 month probation, at \$14.00 per hour. Carl seconded the motion. Motion passed unanimously.*

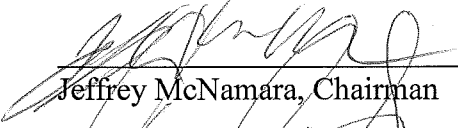
Larry made a motion to go into nonpublic session under 91-A:3 II (e) at 6:38 PM. Carl seconded the motion. Roll Call: Carl-yes, Larry-yes, Jeffrey-yes. Larry made a motion to come out of nonpublic session at 7:27 PM.

- b. **Signing of disbursements, purchase orders and other documents as necessary:** Commission signed disbursements and purchase orders as needed. Signed payroll sheet.
- c. **Review of any business with Business Manager, Superintendent and Senior Superintendent:** No other business discussed.

With no further business to discuss, Commissioner Caporale motioned to adjourn, second by Commissioner Anderson. The motion carried by unanimous vote; the meeting was adjourned at 7:30 PM.

✓ **MINUTES ACCEPTED**

 WITH AMENDMENT



Jeffrey McNamara, Chairman


11-24-15

Date



Carl Caporale, Commissioner

Date



Lawrence Anderson, Commissioner

10-24-15

Date